Dryden Centerwide Procedure

CODE P

SCHEDULING OF TECH BRIEFS AND MINI-TECH BRIEFS

Electronically approved by
Assistant Director for Management Systems

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
9/12/00	Baseline		
See IDMS Document Master List	A	4	Corrected list of staff to be notified in the Code P Directorate.

1. SCOPE

    1.1 This procedure covers scheduling of Tech Briefings and stand-alone Mini-Tech Briefings, through their identification, reporting, timeline, and rescheduling.

2. PURPOSE

    2.1 Ensure that scheduling has taken place systematically so that participants can obtain Tech Brief schedule information in a timely manner in order that they may arrange to attend.

3. BACKGROUND

    3.1 Dryden Senior Management has decided it is important to be consistent in the attendance of Tech Briefs. To facilitate that goal, Senior Management agreed to allocate set times in the weekly schedule during which their attendance at Tech Briefs will take first priority.

4. APPLICABILITY

    4.1 This instruction applies to all Tech Briefs (those for flights and ground operations) held at Dryden or under the responsibility of Dryden. It also applies to Mini-Tech Briefs that are not held in conjunction with Crew Briefs.

    4.2 In general, Mini-Tech Briefs are scheduled to be held 30 minutes immediately prior to a Crew Brief. When this is the case, the timing restriction (2:00-4:00 Mondays and 8:00-10:00 on Thursdays) does not apply. However, if a Mini-Tech Brief stands alone (for example, the Crew Brief is scheduled for the morning of the flight, and the Mini-Tech Brief needs to take place prior to the Crew Brief) the timing restrictions do apply.

    4.3 Notification requirements (below) apply to both Tech Briefs and Mini-Tech Briefs.

5. ROLES AND RESPONSIBILITIES

    5.1 Project/Mission Manager
    Has overall responsibility for the Tech Brief, including timing, scheduling, agenda, conduct, and non-mandatory participants.

    5.2 Directorate Directors
    They or their designated representatives attend the Tech Brief and provide their concurrence by signing the Flight Request Form (DFRC 129). These signatures show approval of the flight(s) as briefed at the Tech and Mini-Tech Briefs. The

focus here is on technical expertise to ensure safe flight. Resources have already been committed.

5.3 <u>Code P Business Office Lead</u>
Has authority over priority among projects for scheduling the briefing. Arbitrates conflicts when multiple projects require Tech Briefs during the same week. Recommends alternative solutions to the Center Director.

5.4 <u>Dryden Chief Engineer</u>
Senior individual at DFRC who is a representative of the Center Director.

6. INSTRUCTIONS

<u>Phone Contacts</u>

These individuals must be contacted to ensure that the briefing date and time is acceptable.

Flight Operations (O)	Flight Scheduling Officer	3213
Chief Engineer's Office (X)	Secretary	2380

<u>Timing</u>

The hours from 2:00 - 4:00 p.m. on Monday, and from 8:00 -10:00 a.m. on Thursday are set aside for Tech Briefs and stand-alone Mini-Tech Briefs. Exceptions to the schedule must be approved by the Center Director's Office.

<u>Conference Room</u>

Conference Room Scheduling (ext 6111) will be notified to reserve Conference Room 1 (room 2219). This conference room gives priority status to Tech Briefs. Conference room will be released if there are no briefings scheduled by 10:00 a.m. on Mondays for Monday allocation, and by 4:00 p.m. on Wednesday for Thursday allocation. Airborne Science Tech Briefs may be conducted in B1623. Notification will be scheduled through Meeting Maker.

<u>Notification</u>

Meeting Maker will be used to notify participants; the following list of invitees applies to all Tech Briefs and Mini-Tech Briefs held at Dryden.

Office of the Center Director
Center Director, Deputy Director, and Secretary

Chief Engineer and Secretary

Center Calendar (Tech Briefs and Mini-Tech Briefs)

Aerospace Projects Directorate
>   Director, Deputy Director, and Directorate Secretary
>   Associate Directors
>   Code P Planning Calendar

Flight Operations Directorate
>   Director, Deputy Director, and Directorate Secretary
>   Pilots Calendar

Research Engineering Directorate
>   Director, Deputy Director, and Directorate Secretary
>   Code R Calendar

Office of Safety and Mission Assurance
>   Chief, Deputy Chief, and Secretary

Research Facilities Directorate
>   Director, Deputy Director, and Directorate Secretary

Airborne Science Directorate
>   Director, Deputy Director, and Directorate Secretary

7. DEFINITIONS

Tech Brief – A review by various designated Senior Management personnel to assure readiness for a research/science flight (or block of flights).

Flight Request – Form (DFRC 129) used at DFRC to formally indicate approval to conduct a research/science flight (or block of flights).

Mini Tech Brief – A short (limited to 30 minutes in length) review to approve readiness for a flight, addressing only one or two issues (close-out of a problem, resolution, or experimental data). Attendees are the same as those for a standard Tech Brief.

8.   REFERENCES

DCP-P-009   Research Project Flight Request
DCP-X-008   Tech Brief (T/B) and Mini-Tech Brief (Mini-T/B)
DCP-X-009   Airworthiness and Flight Safety Review Board
DHB-X-001   Airworthiness and Flight Safety Review, Flight Readiness Review,
                     Tech Brief and Mini-Tech Guidelines